

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503

USAFACFS Memorandum
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No. 25-10

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Information Management: Telecommunications
PERMISSIBLE USE OF FEDERAL GOVERNMENT COMMUNICATIONS RESOURCES

1. PURPOSE. To establish policy on the authorized use of Federal Government communications resources.

2. REFERENCE. DOD 5500.7-R, 30 August 1993, Joint Ethics Regulation (JER).

3. GENERAL. Use of Federal communications resources (includes Government owned and leased telephones, facsimile machines, electronic mail, and other access to the internet) will be for official use and authorized purposes only. Authorized purposes may include personal use as permitted by Cdr, Fort Sill.

4. POLICY. The following will serve as policy for personal use of Federal Government communication resources by Fort Sill personnel. Supervisors may issue more restrictive guidance.

a. The following personal communications are permitted. (These are normal communications that are mostly made from work place.)

(1) Checking in with spouse or children.

(2) Making medical, home, and/or automobile repair and similar appointments.

(3) Making bank or other financial transactions.

b. In order to not adversely affect the performance of official duties, permission is subject to the following conditions.

(1) Whenever possible, do it before or after your work hours or during lunch or other authorized breaks.

(2) If made during your normal work hours, keep the communications infrequent and short.

(3) You may not incur any long distance tolls or other usage fees chargeable to the Government. You must use toll-free numbers or charge the communications or access or other fees to your personal credit card.

(4) This permission does not extend to personal communications to solicit business, advertise, or engage in other selling activities in support of private business enterprises and fundraising activities (other than those permitted by paragraph 2 of this memorandum). Do not use communications resources when their use would reflect adversely on the Army (i.e., uses involving pornography, chain letters, unofficial advertising, soliciting or selling except as authorized bulletin board established for such use, violations of statute or regulation, inappropriately handled classified information; and other uses that are incompatible with public service).

(5) Do not send group electronic mailings to offer items for sale or other personal purposes (e.g., selling an automobile or renting a private residence). Do not send group electronic mailings to announce events sponsored by a non-Federal entity without prior approval of your supervisor.

c. Internet information/web sites contain tremendous amounts of information. Subject to restrictions in paragraphs b(1) through (5) above), the following apply.

(1) You can use your computer to access and use internet resources for professional development purposes, subject to ensuring your primary duties and missions are accomplished.

(2) You can use your computer to access and use internet resources for personal reasons, such as routine E-Mail correspondence with your children away at college, reading a business magazine, or checking stock quotes. You may do this only before and after working hours or during lunch periods or other authorized breaks during the work day.

d. In certain cases, your supervisor may authorize you to use E-Mail and other internet access in support of your personal and private participation in non-Federal and not-for-profit professional organizations, subject to the limitation indicated above (See Reference).

e. Do not use communication resources to forward chain letters or any other type of material that does not fall under provisions of this memorandum or referenced DOD directive.

f. Use of Government communications resources is with the understanding that such use is not secure, not anonymous, and serves as consent to monitoring.

(ATZR-UL)

FOR THE COMMANDER:

OFFICIAL:

GUY M. BOURN
Colonel, FA
Chief of Staff

/signed/
JIMMY S. PARKER
Director of Information
Management

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